January 2008

HOOSIER SCHOLAR COORDINATORS/GUIDANCE COUNSELORS
School Name
Address
City, State Zip

Subject: **(B)**   <u>**2008 Hoosier Scholar New Year Letter**</u>

Greetings of the New Year from the State Student Assistance Commission of Indiana (SSACI.) This letter contains information about the 2008 Hoosier Scholar Award Internet reporting process. Please share this letter with the staff members responsible for Hoosier Scholar Award reporting. The deadline for initial data submission is **Friday, March 21, 2008**.

SSACI relies on the information you and your staff submit to our office to make awards to eligible scholars. The Check List sheet on the reverse side of this letter will help ensure the accuracy of the information you submit to SSACI. Please refer to the Check List sheet, instructions and FAQs www.in.gov/ssaci/highschool/hoosier.html posted on-line to access and complete the Hoosier Scholar data entry forms.

Students are strongly encouraged to file the FAFSA electronically. However, **NEW for the 2008-2009** is a PDF version of the FAFSA that students can submit for processing. The PDF version of the FAFSA will be available for download on various Federal Student Aid web sites, such as www.FederalStudentAid.ed.gov. Students can access the PDF, complete the form on the computer or by hand, and mail it to the address provided for processing. Students can still obtain a paper FAFSA by calling the Federal Student Aid Information Center toll free at 1-800-4-FED-AID (1-800-433-3243). Students may request up to three copies of the paper application and should receive their FAFSAs in 3 to 7 business days. But why wait 3-7 days to receive a paper FAFSA and then subject it to at least 3-7 days of mailing time when you can file online instantly? **File on time; file online!**

Around the middle of April the Hoosier Scholar student either he or she   will receive a Certificate, Congratulation Letter, and a student Acceptance Form which he or she   must sign and return to SSACI.

You must use your school's User Name and Password listed below to access the Hoosier Online Database. The User Name and Password are case sensitive! Please turn off your Caps Lock button prior to entering the information and use the shift key to enter capital letters.

I appreciate your help with this process. Please contact me at (317) 232-2355 if you have any questions.

Thank you,
Ada Sparkman
Program Coordinator
E-mail: asparkman@ssaci.in.gov

High School: User Name: Password:

(OVER)

Hoosier Scholars Check List

Submission Deadline: Friday, March 21, 2008

1.   On a sheet of paper list the Social Security Number (SSN), Full Name, Date of Birth, Address, Phone Number, GPA, Class Rank, and college/university choice for all:
      _____ Hoosier Scholar Primary Candidates
      _____ Hoosier Scholar Alternate Candidates

2.   _____ Open an Internet Browser (Internet Explorer or Netscape Navigator.)

3.   _____ Access SSACI Hoosier Scholar website directly at www.in.gov/ssaci/highschool/hoosier.html. Or from SSACI's homepage, www.ssaci.in.gov, go to Interactive Applications line, point mouse to High Schools, click on Hoosier Scholars.

4.   _____ Click "Hoosier Scholars" blue button to begin the data entry process.

5.   _____ Enter your User Name and Password found on the reverse side (***The User Name and Password are case sensitive!***)

6.   _____ Complete the forms in a single session. Information will not be saved unless the forms are completed in their entirety. Enter information of primary candidates before entering information for alternate candidates.

7.   _____ Print a copy of the completed form for your record once data entry is done.

Need Help?
Contact: Ada Sparkman at (317) 232-2355 or asparkman@ssaci.in.gov